

ARUNACHAL PRADESH
OFFICE OF THE CHIEF ELECTORAL OFFICER
ITANAGAR.

NO EN/OP/TRG/01/2013/ 442

Dated 2nd September, 2013.

To,

1. Shri Ganesh Koyu, IAS
Commissioner(GA & DA).
2. Shri Hage Kojeen, IAS
Commissioner (Agril. & Horti.)
3. Shri Kapa Kholie, IAS
Secretary (UD & Housing).
4. Shri Surendra Ghonkrokta, IAS
Secretary (Home).

Sub :- **Conduct of Training on Election management in Arunachal Pradesh.**

Sir,

As per direction of the Election Commission of India, this office has arranged 4 (four) days Training Programme on Election Management for District Level Master Trainers (DLMTs), Assembly Level Master Trainers (ALMTs) and other Election Administrative Officers and 1 (One) day refresher training for DEOs and SPs/Dy. SPs which will be conducted at Administrative Training Institute (ATI), Naharlagun from 9th to 13th September, 2013.

You have been selected as the Observer of Training to observe the presentation of the resource persons during training classes, participation and interaction of trainee officers with the resource persons, to supplement necessary inputs as and when required in the training classes, experience sharing and to give a concluding remarks on each presentation and to scrutinize the feedback analysis of the trainee officers .

After completion of the training you are required to furnish a report in the prescribed proforma (Proforma enclosed) for onward submission to the Commission.

A training schedule for the above said Training is also enclosed herewith for your ready reference.

Yours faithfully,

(D.J.Bhattacharjee
Dy. Chief Electoral Officer,
Arunachal Pradesh.

TRAINING PLAN ON ELECTION MANAGEMENT IN RESPECT OF ARUNACHAL PRADESH

Training plan on election management

1. A profile of Arunachal Pradesh

a.	Total area	::	83,743 sq km
b.	Total number of Assembly constituencies	::	60 (sixty)
c.	Number of districts	::	17 (seventeen)
d.	Total number of Parliamentary constituencies	::	2 (two)
e.	Total population (as per 2011 census)	::	13,82,611
f.	Total number of elector (as on 1 st Jan'2013)	::	7,40,968

2. Training courses

- a. **Conduct of Election (CoE)** :- All topics relating to conduct of election including nominations, scrutiny, withdrawal, symbol allotment, MCC, Preparation of District Election Plan, EVMs, Vulnerability Mapping, Election Expenditure Monitoring, Paid News, Postal ballot, Poll Day Arrangements, Roles & responsibilities of Pos and other members of polling parties, dispatch and receipt of polling parties & election materials, counting of votes, law & order control, deployment and logistics for forces, control over liquor, arms and ammunitions and other forms of illegal monetary inducement.
- b. **E-Roll management** :- Legal provision related to preparation of E-Roll, structure of E-Roll, Types of revision, Rationalization of polling stations, draft publication, claims and objections, service voters, oversees electors, publication of roll, marked copy of E-Roll and voter slips, Online registration and ERMS, preparation of EPIC.
- c. **SVEEP and NVD**:- Matter related to systematic voters education and electors participation for complete democracy, celebration of NVD, role of BLOs and BLAs, **Training Methodologies**:- Special focus on training methodologies and skills and administration of the training plan for District level/AC level master trainers.

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3. **Trainees:-** (a) The ROs, AROs, EROs, AEROs, District Level Master Trainers (DLMTs) and ALMTs (Assembly Level Master Trainers), SPs, Addl SPs and Dy SPs would be trained at State HQs Itanagar which would be organised by the office of the CEO in coordination with the Administrative Training Institute, Naharlagun.

(b) The DLMTs will thereafter organise training in the district hqs in coordination with the DEOs for polling personnel, counting staff, EVM-ground staff, Sector Magistrates, Micro Observers, and various Nodal Officers

(c) Similarly the ALMTs will organise trainings for AROs, AEROs, other administrative officers, polling personnel, counting staff, EVM-ground staff, officials of election department posted in the ROs office, BLOs, BLAs.

(d) The representative of political parties, candidates, their election agents, polling agents, counting agents may be trained/briefed on election management at the district hqs which would be organised by the DEOs in consultation with the political parties and candidates during the election.

4. Training Schedule:-

Sl No	Trainee	Number of Trainees	Venue	Dates
1.	District Level Master Trainers (DLMTs)/DEOs/EROs/AEROs/ROs/AROs/ ALMTs (Assembly Level Master Trainers)/Other Election Administrator/Finance & Accounts Officers and Treasury Officer/Officers of Tax & Excise Dept .	60	Administrative Training Institute, Naharlagun in coordination with CEO's office	9 th Sep'2013 to 12 th Sep'2013 (from 1000 hrs to 1700 hrs)
2.	Election Administrator/EROs/AEROs/ROs / AROs/ Polling personnel, counting staff, EVM-ground staff, Sector Magistrates, Micro Observers, and various Nodal Officers, BLO & BLA	50	District Headquarters in coordination with the DEOs	23 rd Sep'2013 to 27 th Sep'2013 (from 0930 hrs to 1640 hrs)
3.	Refresher training for DEOs, SPs, Addl SPs	34	Administrative Training Institute, Naharlagun	13 th Sep'2013 (from 1000 hrs to 1600 hrs)

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5. Sessions Plan for four day training of SLMT, DLMT, DEO, EROs, ROs :-

Dates	Time (hrs)	Session No	Topics of the session	Resource person
09/09/213 (Monday) Day-1	1030- 11.15		Inaugural Session	Would be graced by the Chief Secretary & CEO
	1130-1300	1	Notification of Election, Nominations, qualifications and disqualifications	Sh Abu Tayeng, GM, STD.
	1400-1500	2	District Election Management Plan and Vulnerability Mapping	Dr Dilip Kr Chutia, ADC Jang
	1500-1600	3	Legal provisions, Structure of Roll, Types of revisions, Polling Stations	Sh T. Pada, ADC, Pasighat
	1615-1715	4	Poll day arrangements, matter related to polling personnel	Sh Tayek Padu, ADC, Seppa.
	10/09/213 (Tuesday) Day-2	1000-1100	5	E-Roll-Draft Publication, Claims and Objections, Service Voters, Classified Service Voters, Oversees Electors, Publication of E-Roll
1115-1215		6	Model Code of Conduct and important points for campaign period and their enforcements	Sh Pige Ligu, DC/DEO, Yupia.
1215-1315		7	Dispatch and retrieval of polling parties and election materials, strong room	Sh Rampok Perme, ADC, Mariyang.
1415-1515		8	Role of Micro Observers, Addl Counting Staff and their Training	Sh Moki Loyi, ADC, Aalo.
1515-1630		9	Scrutiny of nominations, withdrawal, allotment of symbol	Sh S S Chudhury, SDO Changlang

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11/09/2013 (Wednesday) Day-3	1000-1100	10	Management of Postal Ballots and Election Duty Certificates	Dr Dilip Kr Chutia, ADC Jang
	1115-12-15	11	Electoral Roll-Online Registration and ERMS	Sh Sandeep Benerjee, SA and Sh S Maity, SLA
	1215-1315	12	Election Expenditure Monitoring and Paid News,	Sh Sonam Chombey, IRS Secy (Tourism) & Sh Ando Pankam, DC (T&E)
	1415-1515	13	Sector Officer/ Zonal Magistrate for law & order, security measures and preventive action;	Sh Kento Riba, ADC Jairampur
	1530-1630	14	EVM technical details, matter related to EVM administration (including EVM, Tracking and storage),	Sh Atul Tayeng, ADC, Dambuk.
12/09/2013 Thursday) Day-4	1000-1100	15	Preparation of EVMs (including checking, debugging, initialization, candidate setting, sealing, safekeeping), Mock Poll, use on the poll day, use during counting, post counting EVM storage	Sh A C Baruah, SDO Itanagar
	1115-1215	16	Counting of Votes, Declaration of Result, Report & Returns	Sh. Toko Babu, PD, Yupia.
	1215-1315	17	Appointment of Polling Personnel, Role of Presiding Officer and Other Members of Polling Team	Sh S S Choudhury, SDO Changlang
	1415-1515	18	Role of BLOs, BLAs in revision of E-Roll and during the election	Sh R.K.Sharma, DC/DEO, Tezu.
	1515-1615	19	SEEV, matter related to EPIC and National Voters' Day	Sh G Takseng, Jt CEO
	1615-1700	20	Training Test, feedback analysis and interaction with trainee officers followed by valedictory function	All resource persons and CEO

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**6. Session Plan for one day refresher training of DEOs, SPs and Addl
SPs**

Dates	Time (hrs)	Session No	Topics of the session	Recourse person
13/09/ 2013 (Friday)	1000- 1030		Inaugural Session	Would be graced by the Chief Secretary & CEO
	1045-1200	1	Roll revision; e-roll matters in the run up to elections; roll health monitoring; EPICs and alternative documents; SVEEP; finalization of list of PSs; preparations of polling stations, counting centres, strong rooms etc.; receipt and despatch of polling parties; poll day arrangements.	Sh Chandra Bhushan Kumar, CEO
	1200-1300	2	Notification, nomination, scrutiny, withdrawal, finalization of list of candidates, qualifications and disqualifications, symbol allotment	Sh R K Mishra, IAS, SPD (SSA) & SLMT
	1400-1500	3	Role of Police Officers during conduct of election MCC and major legal provisions, Vulnerability Mapping, law & Order arrangements, execution of warrants, preventive measures, monitoring and reporting.	Shri H.G.S. Dhaliwal, IPS DIG (HQ)
	1500-1600	4	Election Expenditure Monitoring MCC, legal provisions and Paid News	Shri Ramesh Negi, IAS Commissioner Planning & Home
	1615-1715	5	EVM; Postal Ballots; counting of votes; training administration; DEOs' nodal officers; polling personnel randomization,	Shri R K Mishra, IAS SPD (SSA) & SLMT

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			management and welfare; IT; statistics; references (handbooks, manuals, compendiums; checklists etc).	
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7. Resource persons :-

(a) For one day Refresher trainings of DEOs/SPs/Addl SPs

SI No	Name of resource persons	Topics/subjects	Numbers of sessions & hours
1.	Shri Chandra Bhushan Kumar, CEO	Roll revision; e-roll matters in the run up to elections; roll health monitoring; EPICs and alternative documents; SVEEP; finalization of list of PSs; preparations of polling stations, counting centres, strong rooms etc.; receipt and despatch of polling parties; poll day arrangements.	1 Session (60 min)
2.	Shri R K Mishra, IAS State Project Director & SLMT	Notification, nomination, scrutiny, withdrawal, finalization of list of candidates, qualifications and disqualifications, symbol allotment	1 Session (60 min)
3.	Shri R K Mishra, IAS & SLMT	EVM; Postal Ballots; counting of votes; training administration; DEOs' nodal officers; polling personnel randomization, management and welfare; IT; statistics; references (handbooks, manuals, compendiums; checklists etc).	1 sessions (60 minutes)
4.	Shri Ramesh Negi, IAS, Planning & Home	Election Expenditure Monitoring MCC; legal provisions and Paid News	1 sessions (60 min)
5.	Shri H.G.S. Dhaliwal, IPS, DIG, PHQ, Itanagar	Role of Police Officers during conduct of election MCC and major legal provisions, Vulnerability Mapping, law &	1 session (60 min)

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	Order arrangements, execution of warrants, preventive measures, monitoring and reporting.	
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**(b) For EROs/ROs / AROs / AEROs/DLMTs/ALMTs/EIn
Administrators/Finance & Accounts Officers/Treasury Officers and
officers of Tax & Excise Deptt**

Sl No	Name of resource persons	Topics/subjects	Numbers of sessions & hours
1.	Shri Abu Tayeng, GM, STD	1. Notification of election	1 Session (60 min)
2.	Dr Dilip Kr Chutia, ADC Jang	1. District Election Management Plan, Vulnerability Mapping, law and order, security measures, preventive measures and deployment of security forces 2. Management of Postal Ballot, Election Duty Certificates	2 Sessions (60 min +60 min)
3.	Sh. T. Pada, ADC, Pasighat.	1. Legal provisions of Preparation of E-Roll, Rationalization of Polling Stations.	1 sessions (60 min)
4.	Sh G. Tekseng, Jt CEO	1. SEEVP, EPICs, matter related to and National Voters' Day.	1 Session (60 min)
5.	Sh Tayek Padu, ADC, Seppa	1. Poll day arrangements, matter related to polling personnel.	1 Session (60 min)
6.	Sh R.K.Sharma, DC/DEO, Tezu	1 Structure of E-Roll, Roll Revisions, Draft Publication, Disposal of claims and objections, final publication 2. Role of BLOs and BLAs in revision of E-roll and during the election.	2 Sessions (60 min + 60 min)

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7.	Sh Pige Ligu, DC/DEO, Yupia	1. MCC and legal provisions	1 Session (60 min)
8.	Sh Rampok Perme, ADC, Mariyang.	1. Poll day arrangements matter related to polling personnel, dispatch and receipt of polling parties and strong room.	1 Session (60 min)
9.	Sh Moki Loyi, ADC, Aalo	3. Role of Micro Observers, Additional Counting Staff and their trainings etc	1 Session (60 min)
10.	Sh S.S. Chudhury, SDO, Changlang	1. Scrutiny of nominations, withdrawal, allotment of symbol 2. Appointment of Polling Personnel, Role of Presiding Officers & Polling parties.	2 sessions (60 min + 60 min)
11.	Shri Sonam Chombey, IRS, Secretary (Tourism, Planning etc) & Sh. Ando Pankam, DC(T&E).	1. Election expenditure monitoring, paid news, legal provisions related to election expenditures	1 sessions (60 minutes)
12.	Shri Kento Riba, ADC Jairampur	1. Role of Sector Magistrates/Zonal Magistrate.	1 session (60 min)
13.	Sh Atul Tayeng, ADC, Dambuk	1. Matter related to EVM, technical detail matters of EVM administration (including EVM tracking and storage),	1 sessions (60 minutes)
14.	Sh A.C. Baruah, SDO, Itanagar.	1. preparation of EVMs (including checking, debugging, initialization, candidate setting, sealing, safekeeping etc), Mock Poll, use on poll day, use during counting, post-counting EVM storage.	1 sessions (60 minutes)
15.	Sh Toko Babu. PD, Yupia	1. Counting of Votes, Declaration of results, Reports & Returns	1 session (60 min)
16.	(a) Shri Sandip Banerjee, System Analyst	1. E-Roll online registration 2. Matter related to ERMS	1 sessions (60 Min + 60 Min)

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	(b) Shri S Maity, Engr(Comp)	3. Software related to election management	
17.	All Recourses persons	Training Test, fees back analysis and interactions with the trainees and Valedictory functions	1 session (60 minute)

8. Observers for the training

- (i) Shri Ganesh Koyu, IAS
- (ii) Shri Hage Kojeen, IAS
- (iii) Shri Kapa Kholie, IAS
- (iv) Shri Surendra Ghonkrokta, IAS

Role of observers of training:-

- (i) To observe the presentation of the resource persons during training classes
- (ii) To observe the participation and interaction of trainee offices with the resource persons
- (iii) To supplement necessary inputs as and when required in the training classes
- (iv) Experience sharing and to give a concluding remarks on each presentation.
- (v) To scrutinise the feedback analysis of the trainee officers